



UNCLAIMED PROPERTY DIVISION

DOCUMENTATION REQUIRED FOR FILING A BUSINESS CLAIM

If the Business name is listed in our database or on our website, and you are filing this claim as an Agent or Officer claiming on behalf of a Business, Corporation, Non-profit Organization, Partnership, Association, hereinafter known as 'Business', please follow the instructions below and supply all the documents required to process the claim. Note: Items 1-4 are required for all claims.

If the property you are claiming is not listed under the Business name in our database or on our website, but the Business is the owner of uncashed funds (such as Checks, Cashier's Checks, Traveler's Checks, Money Orders, Bonds or Coupons) that is believed to have been transferred to the Unclaimed Property Division, also follow the instructions below. For cash under \$50, you will need to provide documents listed for Items 1-4 and 5.B.

1. A completed Claim Form is required, signed by an Agent or Officer claiming the property on behalf of the Business (Note: Power of Attorneys are not accepted)

A. The Claim Form needs to be notarized if the:

- 1) Value of the claim is \$1,000 or greater
- 2) Claim is for securities such as:
 - a) Stocks
 - b) Mutual Funds
 - c) Bonds
 - d) Debentures

3) Claim is for Safe Deposit Box contents

B. If there are multiple Businesses or Owners associated with the property, each Business or Owner claiming the property must sign a Claim Form.

- 1) All claim forms can be sent together if they are using the same supporting documentation. If sent in separately, each separate claim must contain the required supporting documentation.
- 2) The percentage paid to each Business or Owner is based upon the documents provided.
- 3) If you believe your Business is entitled to 100% of the property, please provide documentation proving this. This only applies if there are multiple owners reported.

Suggested examples include:

- a) Invoices
- b) Receipts
- c) Court documents

2. A 'Letter of Authorization' on Business letterhead is required from an Official with the Business, authorizing an Agent or Officer to claim the property on behalf of the Business.

Note: If the Business is a Sole Proprietorship, please provide documentation verifying proof of ownership.

Suggested examples include:



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- A. Tax Return including Schedule C
 - B. Fictitious Name Statement
 - C. Business License
- 3. A copy of a current Driver License or State Issued Photo Identification card is required for the Agent or Officer authorized to file the claim** (If Driver License or State Issued Identification Card are not available, the following suggested documentation is allowed):
- A. Military Identification Card
 - B. Passport
- 4. Proof of the Businesses Federal Employer Identification Number (FEIN) is required.**
Suggested examples include:
- A. Copy of current Tax Return (If Sole Proprietorship, must also include Schedule C)
 - B. Current (within last three years) "Letter of Confirmation" from the Internal Revenue Service (IRS) showing assignment of the FEIN
 - C. IRS issued Internet Confirmation Page showing assignment of the FEIN
- Note: We cannot accept IRS Forms SS-4 or W-9 to verify the FEIN.
- 5. If we cannot verify a claim based on the FEIN because the company reporting the property did not provide the FEIN when transferring the property to us, we will need additional documentation as described in A. or B. below, to verify your claim. Therefore, if you have these documents available, please submit them when you file the claim to ensure speedy processing of the claim.**

EITHER

- A. Proof showing that the Business operated at the address as reported by the company sending in the unclaimed property. The address is shown on the State Controller's Unclaimed Property website at www.sco.ca.gov.

Suggested examples include:

- 1) Mortgage or lease/rent documents
- 2) Telephone or utility bill
- 3) Bank or credit card statement
- 4) Tax return
- 5) Business License
- 6) Credit Report

OR

- B. Documentation showing that the Business had an account, or did business with the Company that reported the unclaimed property. These documents must be related to the property that you are claiming.

Suggested examples include:

- 1) Bank statement (if the unclaimed property is from a bank)



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- 2) Stock certificate or statement (if the unclaimed property is from an investment company)
- 3) Invoices or receipts showing your Business name and that of the reporting company

IN ADDITION TO THE ABOVE REQUIRED DOCUMENTS, IF THE STATUS OF THE BUSINESS FITS ONE OF THE CATEGORIES BELOW, PLEASE SUBMIT THE DOCUMENTS FOR THAT CATEGORY.

- 6. If the Business was merged with another company, proof of the merger is required if the name of the claiming company is different from that which was reported.**

Suggested examples include:

- A. Partnership Agreement
- B. Copies of the Merger
- C. Articles of Incorporation

- 7. If the Business was Dissolved, documentation is required showing how the assets were distributed to determine the rightful owner(s).**

Required documents include:

- A. Articles of Dissolution, and
- B. Complete Final Tax Return including Schedule K-1 showing distribution of assets

- 8. If a Parent company is claiming the property of its Subsidiary company, a copy of the Businesses Tax Return is required, including Internal Revenue Service Form 851, which shows the Parent/Subsidiary relationship. To get a copy of the Form you may visit their website at: www.irs.gov or contact them at (800) 829-4933.**

- 9. If the Business is no longer operating in California but is operating in another state, proof is required showing the Business operating in the other state.**

Suggested examples include:

- A. Business License
- B. Copy of current Tax Return

- 10. If the Business had been Suspended by either the Secretary of State (SOS) or the Franchise Tax Board (FTB) and is now Unsuspended, Proof is required showing the Business is Unsuspended.**

- A. If the Business was Suspended by the SOS, a 'Certificate of Good Standing' is required proving the Business is Unsuspended. The certificate can be obtained by contacting the SOS at their State of Information Services Office at: (916) 657-5448.
- B. If the Business was Suspended by the FTB, a copy of an 'Entity Status Letter' is required proving the Business is Unsuspended. The letter can be obtained by contacting the FTB at: Franchise Tax Board, P.O. Box 942857, Sacramento, CA 94244-2250.



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- 11. If the Business is claiming property that is a Check, Cashier's Check, Traveler's Check, Money Order, Bond or Coupon (all referred to as an Original Instrument), you need to provide a copy for us to research to make sure that we have your funds. When we determine we have your funds, we will then ask you to provide us with the Original Instrument. If you do not have the Original Instrument for any reason, please contact the Unclaimed Property Division at (800) 992-4647, and you will be provided with further instructions.**

Send all documents to:

State Controller's Office
Unclaimed Property Division
P.O. Box 942850
Sacramento, CA 94250-5873

Should you have any questions or concerns regarding these instructions, please call (800) 992-4647.